

ADMINISTRATIVE

00/S 6-6-4859

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14 SEP 1966

MEMORANDUM FOR : Assistant Deputy Director for Support

SUBJECT : Signature by the Director of Routine Retirement Letters
to Agency Employees

REFERENCE : (a) Memo to Ex Dir-Compt. fr ADDS, Same Subject,
Undated

(b) Memo to Ex Dir Same Subject,
dtd 8 Aug 66

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1. This memorandum submits a recommendation for your approval. This recommendation is contained in paragraph 7.

2. We have been asked to comment on the proposed procedure suggested in reference (a) concerning the signature to routine retirement letters to retiring Agency employees. Reference (a) proposes that these retirement letters be signed by the Deputy Directors or the Executive Director-Comptroller except for employees GS-15 or above, individuals with 25 or more years of Federal service, and other special cases recommended by the Director of Personnel.

3. We strongly urge that there be no change in the present practice and that the letters continue to be prepared for signature by the Director. This practice has been in effect for many years and we have had many opportunities to observe the reaction of Agency employees who receive these letters. It appears to be a fact that these letters from the Director have had a tremendous impact on the individuals concerned and we have learned that many of our employees have arranged for the letter from the Director to be framed. For this reason, we have made every effort to deliver the letters unfolded. It should also be noted that in many of these cases, the letter from the Director is the only personal form of recognition received by the individual concerned. While a letter received from a Deputy Director or the Executive Director-Comptroller would doubtless have significance for the retiring employee, it would represent something considerably less than a letter received from the head of the Agency for whom the individual has worked, usually during the prime and twilight years of employment.

4. One other observation is submitted. In view of his long Agency experience, the present Director's signature to retirement letters is perhaps of special significance to a substantial proportion of the present employee body. Not only is he better known by many Agency employees, but he, himself,

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knows many of the employees retiring. Since his appointment, we have observed that he has added his own personal touch to letters to retirees he knows personally, e.g., addressing them by their first names and adding handwritten notes—and this without regard to GS grade.

5. We feel we must also comment on the statement [] in reference (b) concerning the extent to which it was known that the Director in past years did not actually sign the letters of retirement. As far as we are concerned, the fact that the Director authorized someone else to sign his name was a carefully guarded practice and most Agency employees really believed that the signature to the letter was in fact personally affixed.

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6. With regard to the apparent fear that the signing of approximately 100 retirement letters per year will constitute an unreasonable chore, it is pointed out that we already have the mechanical means to do this subject to whatever controls the Director would wish.

7. It is recommended, therefore, that no change be made and that the commendatory letters of retirement continue to be prepared for the signature of the Director of Central Intelligence.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

The recommendation in paragraph 7 is approved:

Alan M. Warfield
Assistant Deputy Director
for Support

Date

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For request I
asked Helen to check the status
of the paper re subj which he
talked to Bertha about yesterday.

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TRANSMITTAL SLIP		DATE
TO: <i>Warfield</i> Mr. Bannerman		
ROOM NO.	BUILDING	
REMARKS: Attached is a proposed response to Colonel White regarding who should sign retirement certificates. I've made no effort, of course, to touch base with Personnel on this, and you may want to get Emmett's reaction.  W.F.V.		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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